

Title: DIVISION TRAVEL GUIDELINES AND PROCEDURES	Number: D65-01-11	Revision No.: OD	Effective Date: 31 JAN 97
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31 January 1997

STANDARD OPERATING PROCEDURE D65-01-11

From: D65

To: D65 Division

Subj: DIVISION TRAVEL GUIDELINES AND PROCEDURES

1. Purpose. To establish Division general policies and procedures for preparation and return from travel for Temporary Duty (TDY).
2. Scope and Application. This procedure applies to all Division employees.
3. Policy. The policies and guidelines contained in this procedure will be adhered to by all Division personnel when preparing for and returning from travel for temporary duty.
4. Procedure. The following procedure and guidelines identify requirements for preparation for travel and returning from travel.

a. Preparation for Travel - Personnel preparing for travel must submit a DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, through both their Branch Head and Division Head for approval at least ten working days prior to their travel. NRaD Travel requires at least five working days to create the Travel Orders (NOTE - If travel requirements are short notice, DD Forms 1610 will be hand carried through the system). Employees are responsible for the accuracy and completeness of the information required on the DD Form 1610. Detailed guidelines for filling out the DD Form 1610 are contained in the referenced NRaD Instruction. Employees can either make their own reservations/arrangements, can request reservations be made by the Division Head's Secretary, or can request the NRaD Travel Section to make reservations (NOTE - If hotel/lodging reservations must be canceled, employees should ensure that they get a verification number and name of the person contacted to avoid billing problems should they occur). In all cases, Block 11 (Itinerary) must include a detailed itinerary for the travel showing all temporary duty points and the "return to" destination. If privately owned conveyances are to be used, indicate the city and state the temporary duty locations for reimbursement for mileage. Employees also need to ensure that required statements are included in Block 16 (Remarks). Examples include, but are not limited to "Advance requested" (for travel advances), "Rental car authorized" (include the names of travelers who will be riding in the rental car), and the applicable BOQ statement. If an employee plans on attending a conference, he/she must attach an approved Form 5050 and include the registration fee approval statement in Block 16.

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b. Return from Travel - All personnel are required to submit a DD Form 1351-2, Travel Voucher or Subvoucher, to NRaD Travel within ten working days after returning from travel. Attachments will include copies of Travel Orders, Forms 5050 (if a conference was attended), and receipts for all reimbursable expenses

.c. Division Approving Officials for DD FORMS 1610 - Division Approving Officials for temporary duty include the Division Head and all Branch Heads (signatures are on file with NRaD Travel).

d. Trip Reports - Employees will submit trip reports (via e-mail) to their Branch Head and the Division Head within five working days after returning from travel.

THOMAS S. DODSON